

# PUBLIC NOTICE



## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF VIRGINIA

John F. Corcoran, Clerk of Court

Effective immediately the United States District Court for the Western District of Virginia will accept payments for court-related fees and expenses by credit card.

**CREDIT CARD AUTHORIZATION FORM (ATTACHED):** Law firms, partnerships, professional corporations, sole proprietorships, and other business establishments may present or mail a Credit Card Authorization Form to the court which will permit any individual designated on the form to request services and charge fees for such services to the credit card referenced on the form. This form must contain the original signature of the cardholder. The form will allow the designated individuals to charge to the account on file either via telephone or in person in any of our offices located in Abingdon, Big Stone Gap, Charlottesville, Danville, Harrisonburg, Lynchburg, and Roanoke.

**CREDIT CARD AUTHORIZATION FORM FOR CRIMINAL DEBT PAYMENTS (ATTACHED):** Individuals wishing to charge criminal debt expenses (e.g., special assessment, restitution, fine, etc.) via telephone must have the attached form on file with the court. A copy of the cardholder's driver's license or other identification along with a copy of both sides of the referenced credit card must be returned with and attached to the form.

Original form should be mailed to: Clerk, United States District Court  
Financial Office  
P.O. Box 1234  
Roanoke, VA 24006

All authorization forms will be stored in a secure vault and maintained as confidential documents.

**INDIVIDUAL CARDHOLDERS:** A form is not necessary when a payment is being made in one of our offices directly by a cardholder. However, a photo ID is required to be presented in order to accept the credit card payment.

**ACCEPTED CARDS:** Visa, Mastercard, Discover, American Express, and Diners Club.

**Payments by credit card are not accepted for criminal bonds.**

For copies of forms or further information regarding credit card payments, contact Lynn Cochran at 540-857-5118.

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF VIRGINIA**



**CREDIT CARD AUTHORIZATION FORM**

\_\_\_\_\_  
(Name of Company/Firm)

hereby authorizes the United States District Court for the Western District of Virginia to charge the credit card listed below for payment of filing fees and other court related expenses incurred by the authorized users listed below. I certify that I am authorized to sign this form on behalf of my firm.

Credit Cardholder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Card Type** (Visa, Mastercard, Discover, American Express, Diners Club) \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**INDIVIDUALS AUTHORIZED TO USE ABOVE CREDIT CARD ACCOUNT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mail the original of this form to: Clerk, United States District Court  
Financial Office  
P. O. Box 1234  
Roanoke, VA 24006

This form will be stored in the court's vault and will remain in effect until the cardholder specifically revokes it in writing.

It is the responsibility of the cardholder and/or firm named above to submit a new form and notify the court when: 1) authorized users change; 2) a credit card has been renewed resulting in a new expiration date; and 3) a card has been revoked, canceled, or stolen.

To charge fees to your credit card, call our  
Roanoke office at 540-857-5101.